

22 April 1976

MEMORANDUM FOR: Director of Training

SUBJECT : Course Report for Administration Directorate  
Review: Trends and Highlights #56  
(4-76), 13-16 April 1976

STATINTL 1. The four-day Administration Directorate Review: Trends and Highlights concluded on Friday, 16 April 1976. Held [REDACTED] this was the fourth running of the course in FY 76 and the 56th overall. The content of the course was similar to previous runnings with each of the major components in the Administration Directorate represented.

STATINTL a. Student Participation: All the course sessions had students asking questions. The session with the lowest level of questioning was the final course session on the "Overview of Administration Directorate." The lack of questioning of [REDACTED] can be attributed to the thorough coverage that all office representatives had provided on the activities and trends in their respective offices, and the active participation by the students in the previous question-and-answer periods. There were no major deviations in student participation from established patterns.

b. Student Concerns: The question "Why can't I see my polygraph file?" was discussed during the session on FOIA and the Privacy Act, at the evening session with the Director of Security, and during the session on polygraph operations. All three speakers answered the question equally well, and resolved any doubts or concerns about the polygraph that the students may have had. Students were also concerned about personnel evaluations, promotions, LOIs, and the use, policy, and distribution of vacancy notices within offices and the Agency.

c. Course Objectives: The class members were provided with a course evaluation which included a numerical scale to determine how well in the student's estimation the course met its objective. On a scale of

one to seven (seven being the highest) the average for the class was six, with none lower than five. Student evaluations gave the lowest ratings to the presentations on OMS, ADMAG, and EEO.

d. Observations: As in previous runnings, the question of evening sessions arose. Some of the students felt that the evening sessions made the day too long, and that the students were not as alert and inquisitive as they were during the day sessions. Several students recommended that the course be extended to 5 days and leave the evenings free. Students also commented that the talk by the DDA or A/DDA should be at the beginning of the course rather than at the end. This would provide the DDA with the opportunity to express what he believes are the major problems, highlights, and trends in the Directorate. The individual office representatives would then fill in the details on their particular operations. I believe that opening the course with an overview of the Administration Directorate by the DDA may be beneficial, and I recommend that it be tried.


STATINTL e. Results of Changes: For the first time, a separate session was included on "The Status of Women in the Agency" by [REDACTED] Deputy Director of EEO, and Federal Women's Program Coordinator. The session was well received. Many of the male students who were apprehensive about this subject were complimentary of [REDACTED] low-key but effective presentation. The session was better received than the session on "Equal Employment Opportunity in CIA" presented by [REDACTED] who substituted at the last moment for the Director of EEO.

STATINTL A session on "MBO in the Administration Directorate" presented by [REDACTED] was new in this running. The student evaluations showed a favorable response and interest in the subject. It was surprising to learn how many of the students did not know about MBO.

STATINTL Also, for the first time in the Trends and Highlights Course, a tour was arranged [REDACTED] Participation in the tour was voluntary and was scheduled after the evening session on Thursday. Approximately one-half of the class went on the tour, returning [REDACTED] at 0015, Friday. All agreed that the visit [REDACTED] was very worthwhile. There is less [REDACTED]

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f. Problems: Other than the usual problems associated with the poor physical layout and facilities of the classroom for a large class, the only problem was the session on the Administration Directorate Management Advisory Group, (ADMAG). The class was about equally divided on the value of having such a session. However, all agreed that the speakers should be better prepared and their presentations could be greatly improved. Many students obtained the impression that the MAG was not really doing anything worthwhile, was not having any impact with the DDA, and that the MAG representatives were really hurting for items to pass on to the DDA and the DCI. Also, many of the topics were covered by the various speakers during the course and the ADMAG representatives' ideas or suggestions were "old hat."

g. Contemplated Changes: The only change being considered for the next running of Trends and Highlights is to open the course with the "Overview of Administration Directorate" by the DDA or A/DDA, and to conclude the course with a question-and-answer period with either  to clear up discrepancies, omissions, or questions pertaining to the Directorate that develop during the course.

h. Data: Class enrollment was 45, including 20 women and three DDS&T careerists. All offices of the Administration Directorate were represented along with the IPS and the ISAS. The class ranged in age from 21 to 55; the grades from GS-04 to GS-14; length of Agency service from 6 months to 26 years.

Attachments:

- 1 - Student Roster
- 2 - Course Schedule

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Next 2 Page(s) In Document Exempt

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course Report for Administration Directorate Review: Trends and Highlights #56 (4-76), 13-16 April 1976

FROM: Course Chairman 926 CofC		EXTENSION 2452		NO. DATE 22 April 1976	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
				COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
1. C/IMB		4/21		af	
2. C/II		21 APR 1976		AM	
3. C/PRS		22 Apr 76		R	
4. C/TSS		23 April 76		af	
5. DD/TR		25 APR 1976		4/26	
6. D/TR		26 APR 1976		J	
7. C/II		3 MAY 1976		AM	
8. C/IMB		5/3		af	
9. Course Chairman		5/3 5/4		R.W.	
10.					
11.					
12.				STATINTL	
13.				STATINTL	
14.					
15.					

2 to 5+6: Pls see Paras 1(a) and 1(d) especially. I believe we should give the overview early and will have the course chairman communicate this to o/DDA unless you prefer to do so.

This was the 3rd successive meeting in which the ADMA6 session received less than enthusiastic response.

This was [redacted] first course since joining II. He handled well and I regard this as a thoughtful, complete report.

AM

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